



Position Title:
Work Schedule:

Payroll / HR Coordinator
Full-Time (12 Months/1950 Hours per year); Monday – Friday as scheduled, some evening and weekend work may be required

Duties include, but are not limited to:

This position involves frequent verbal, written and email correspondence with students and department faculty members. The successful candidate will:

- Manage HRIS Payroll System, including but not limited to entering data into the system for bi-weekly pay periods for 400+ full-time and part-time employees and 600+ student employees
- Process Payroll timely and accurately on a biweekly basis
- Maintain accurate payroll records for all employees including individual records on paid time off (PTO), FMLA, and other leaves of absence as well as special deductions including health care and retirement contributions
- Receive and respond to pay-related inquiries including questions related to pay practices and policies
- Review payroll data to ensure all corrections and changes have been made prior to the final calculation of payroll
- Maintain changes and corrections to employee tax withholdings and bank options
- Perform weekly, bi-weekly, monthly, quarterly and year-end payroll duties and create reports
- Enter, maintain, and prepare check requests for garnishments and various other deductions
- Stay up to date on payroll and employment laws to ensure compliance with tax code and applicable laws, providing recommendations to improve adherence and compliance where necessary
- Review quarterly and annual IRS and other returns and forms (e.g., W-2, W-3, 941, 1095-C), ensuring compliance with reporting regulations
- Maintain a standard of superior service to all customers, foster and maintain positive relationships and work collaboratively with faculty, staff, and students
- Assist with special projects as needed
- Manages job postings for the College ensuring the correct posting is up to date and removed timely
- Conducts background checks and follows up as needed
- Manages Campus Employment and Federal Work-study Program
- Oversight of HR/Payroll department student employees
- Processes New Hire Onboarding and Employee Offboarding
- Responsible for all employee files and contents with 100% accuracy
- Handles employment-related inquiries from applicants, employees, and supervisors
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, payroll, and employment law
- Compile and produce data for compliance with regulatory reporting/audits
- Performs other duties as assigned

Minimum Requirements:

- 3-5 years of experience processing payroll using automated payroll and accounting systems for a medium to large business
- Advanced level of proficiency in Microsoft Word and Excel and email applications
- Must possess characteristics of honesty, trustworthiness, and integrity

- Ability to work independently and in a team environment
- Excellent verbal and written communication skills
- Excellent interpersonal and conflict resolution skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Strong analytical and problem-solving skills
- Ability to prioritize workload and tasks to meet the needs and deadlines
- Ability to act with integrity, professionalism, and confidentiality
- Thorough knowledge of employment-related laws and regulations
- The successful candidate will show initiative, possess a strong attention to detail and be organized
- Proficient with Microsoft Office Suite or related software
- Associate degree in a related field or equivalent experience
- Experience using Paycor, Blackbaud Financial Edge or another robust, comprehensive SIS data system

Physical Requirements:

- **Manual Dexterity:** The "fine motor skills" required to operate a computer, mouse, and phone, or to handle paper files and office equipment.
- **Visual Acuity:** The ability to see and read a computer screen for extended periods
- **Sedentary/Light Lifting:** The ability to lift up to 15 lbs.
- **Reaching & Bending:** Occasionally needing to reach above head level or bend down to access low filing cabinets or plug in computer cables.
- **Noise Levels:** The ability to work in an environment with moderate noise (phones ringing, printers, "open office" chatter).

The requirements listed above are representative of the knowledge, skill, and/or ability required.

Desired Qualifications:

- Bachelor's Degree in Accounting or a related field is preferred
- Experience working in higher education
- HR Certified Professional (SHRM-CP or PHR) certification credential

Interested individuals should submit a cover letter, resume, job application ([AC Application](#)), and salary requirements to Phil Mishka, at pmishka@adrian.edu.

Applications will be accepted and reviewed until the position is filled

Adrian College is an Equal Employment Opportunity Employer. If offered a position, the finalist must furnish proof of U.S. citizenship or proof of eligibility to work in the U.S. within three (3) days of commencing employment.

A private, co-educational college of liberal arts and sciences related to the United Methodist Church, Adrian College is a traditional four-year residential institution offering a focused undergraduate and graduate education. The College offers a multitude of majors and pre-professional programs including certifications, approximately 50 athletic teams, and 10 institutes dedicated to a diverse and personalized approach to education. Adrian College features state-of-the-art facilities, small class sizes and an innovative approach to the academic and personal growth of its students.

U.S. News & World Report has recognized and ranked Adrian College as a 'Best Regional College for Undergraduate Teaching' and 'Most Innovative'. Adrian also received accolades as a "Best Value" school. The College landed on the list of Best Value schools in the Midwest region for the sixth consecutive year and has also been recognized as having 'A Focus on Student Success'; a new section in college rankings. Adrian College is located in Southeast Michigan, about 45 minutes from Ann Arbor and Toledo.